

# Washington County

## Job Description



<b>Title:</b>	HR Business Partner	<b>Code:</b>	
<b>Division:</b>	Human Resources	<b>Effective Date:</b>	06/10
<b>Department:</b>	Administration	<b>Last Revised:</b>	

### GENERAL PURPOSE

As a strategic business partner serves as a coach to County leaders on Human Resource related issues such as organization development, performance management, employee relations, problem-solving, training, and leadership development.

### SUPERVISION RECEIVED

Works under the broad policy guidance and direction of the Director of Human Resources; creates Partner alliance/relationship with a wide range of County departments/leadership team members.

### SUPERVISION EXERCISED

### ESSENTIAL FUNCTIONS

Works closely with County leadership and the employees to improve working relationships, build morale, increase productivity and retention; assists Department Supervisors in managing and resolving complex employee relations issues; conducts effective, thorough and objective investigations.

Maintains an in depth knowledge of legal requirements related to day-to-day management of employees, reducing legal risks and ensuring regulatory compliance; partners with legal department as needed/required; provides HR Policy guidance and interpretation.

Identifies training needs for County departments and for individual development.

Manages the Pay-for-Performance Program. Works closely with Departmental Supervisors to ensure Pay-for-Performance Program is being utilized effectively to establish individual goals, provide accurate/timely performance feedback, and complete yearly evaluations; recommends improvements to the HRIS system.

Develops ideas, generates support, creates an implementation strategy, and oversees successful administration of various HR projects. Such programs include, but are not limited to, County's Worker's Compensation Program, Recruiting, Hiring, and Selecting Employees, and Wellness, etc.

Other duties as needed.

#### 1. Education and Experience:

- A. Graduation from college with a bachelor's degree in Human Resources, Business, Public Administration, Psychology, or a related field; Masters degree a plus;

AND

- B. Four (4) years of HR Generalist experience with demonstrated expertise in organizational development, employee relations, problem-solving facilitation, and leadership coaching; PHR/SPHR Certification a plus.

OR

- C. An equivalent combination of education and experience.

#### 2. Required Knowledge, Skills, and Abilities:

**Considerable knowledge of** Human Resource management theory, methods, and practices, organizational development; the legal environment related to Human Resource management; recruitment and selection activities; compensation and benefit program administration; computer

based records management; benefit, retirement, and compensation laws and guidelines; governmental agency operations including applicable laws and regulations; principles of supervision; federal and state laws as they apply to Human Resource management practices; training methods; and basic computer operation.

**Ability to** communicate effectively, verbally and in writing; interpret legal decisions & laws; make basic decisions where established procedures do not always apply; operate personal computer and apply various program applications related to word processing, spread sheets and desktop publishing; develop effective working relationships with supervisor, fellow employees, and the public.

3. Special Qualifications:

Must become SPHR certified within 1 year of hire.

4. Work Environment:

Incumbent of the position performs in a typical office setting with appropriate climate controls. Tasks require variety of physical activities, not generally involving muscular strain, such as walking, standing, stooping, sitting, reaching, and talking. Hearing, seeing and common eye, hand, finger dexterity utilized. Mental application utilizes memory for details, verbal instructions, emotional stability, discriminating thinking and creative problem solving. Periodic travel required in normal course of job performance.

May require some evening work and/or working along side other departmental employees.

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**Disclaimer:** The above statements describe the general nature, level, and type of work performed by the incumbent(s) assigned to this classification. They are not intended to be an exhaustive list of all responsibilities, demands, and skills required of personnel so classified. Job descriptions are not intended to and do not imply or create any employment, compensation, or contract rights to any person or persons. Management reserves the right to add, delete, or modify any and/or all provisions of this description at any time as needed without notice. This job description supersedes earlier versions.

I \_\_\_\_\_ have reviewed the above job description. Date: \_\_\_\_\_  
(Employee)